

# Comparisons of Job Characteristics

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Meeting, Convention, and Event Planners (13-1121)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 79

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Meeting, Convention, and Event Planners (13-1121)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	20.6	11.5	<< Extensive education and/or training may be required
Clerical	7.3	16.0	21.6	>> Current knowledge level is likely more than sufficient
English Language	11.2	15.9	11.7	<< Extensive education and/or training may be required
Sales and Marketing	5.2	14.1	2.6	<< Extensive education and/or training may be required
Administration and Management	8.4	12.8	8.8	<< Extensive education and/or training may be required
Communications and Media	5.3	7.6	4.2	<< Extensive education and/or training may be required
Economics and Accounting	4.4	6.3	4.6	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 88

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Meeting, Convention, and Event Planners (13-1121)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Time Management	8.9	12.6	10.6	< A higher skill level may be required
Coordination	9.1	12.2	10.3	< A higher skill level may be required
Service Orientation	7.9	11.9	12.5	0 Current skill level may be sufficient
Negotiation	6.8	10.7	7.1	<< Extensive development of skills in this area may be required

Operations Analysis	5.0	9.7	3.7	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.9	2.3	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	6.9	3.1	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 88			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Meeting, Convention, and Event Planners (13-1121)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	14.8	13.9	0	Current ability level may be sufficient
Oral Expression	12.4	14.8	13.5	0	Current ability level may be sufficient
Written Comprehension	11.0	14.3	13.4	0	Current ability level may be sufficient
Speech Recognition	9.9	12.7	12.8	0	Current ability level may be sufficient
Fluency of Ideas	7.6	10.6	8.1	<<	Extensive improvement in abilities may be required
Originality	7.6	10.5	6.7	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 81
<b>Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)</b> <b>Associated Occupation: Meeting, Convention, and Event Planners (13-1121)</b>		
Work Activities	Exclusivity of Activity	
Arrange teleconference calls	78	
Maintain records, reports, or files	5	
Plan meetings or conferences	77	
Plan or organize work	51	
Schedule or contract meeting facilities	80	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 75

**Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**  
**Associated Occupation: Meeting, Convention, and Event Planners (13-1121)**

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Industry specific software	1
Information exchange software	1
Network applications software	1
Personal communication devices	2
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.